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| **Attendees** | SMU:* Professor Kam Tin Seong
* Esther Gao Shuang
* Wang Ziteng
* Desmond Lin
* Cheryl Yong
* Joanne Tan

Sponsor:* Nguyen Le Thi
* Chun Keong
* Sylvain Goblet
* Priti Jauhari
* Akshaya Praksah
* Deepika
* John
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| **Date** | 2017/08/30 |
| **Location** | Johnson & Johnson Office |
| **Meeting Agenda** | Agenda of the meeting was to determine the following,* Project timeline
* Task assignment for SMU
* Collaboration methods between J&J and SMU
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| **Notes** | **Phases of Project (As defined by Johnson & Johnson)*** Data Modeling: Entity Relationship model, Conceptual Data Modeling
* Data Preparation: Data Profiling, Identify data Quality issues, Harmonisation/standardization
* Data visualization
* Build predictive model using R
* Testing and Deployment

The timeline is being divided into 6 sprints over the period of 12 weeks:* Sprint 0: understanding data and scope of project. Data validation and understanding of relationships
* Exploration:

Visualisation it’s something they’d like to have at the end of phase 0. Some visual to have a look and understand the shipment flow. End of phase 0, have the visual output. UML Diagram for instance.Have support for data validation. In multi data & variable transformation, have more steps to breakdown multi-data and variable transformation. End of iteration 2: Come back and show them what we have understood and map out the flow of the supply chain.Answers to questions posed by SMU:* Number too small. So in order to produce 100 bottles of oil, they require this quantity So the file is just a ratio of the UoM
* Good analysis requires good data like transaction data. This will provide us with more data for analysis.
* Transaction good:
	+ Information record. Invoices..
	+ Raw materials negotiated on yearly basis. So for which raw materials is good to have a yearly contract and which is flexible contract.
* At this point using selling data, not sell out data.
* Data:
	+ 2016 sell-in data to be provided?
	+ Buy-in price..
* Cond type file is the mark up for DC but internal mfg is for internal manufacturing.
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| **To-do** | * J&J will edit the detailed timeline and build on the timeline SMU has provided in presentation slides (Akshaya)
* J&J to also provide the full set of data for both adult products and baby oil
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